

Fact sheet job-sharing for Structural and Election Committees

The guidelines for the realisation of job-sharing at the level of professorship can be found in the "Richtlinien betreffend Jobsharing für Professuren an der Universität Bern".

Goal of the fact sheet

This fact sheet is targeted at all faculties, strategic centers and institutes and aims at supporting structural and selection committees in their discussion of central questions concerning job-sharing.

Advantages of a job-sharing

For the institutes, job-sharing on the level of professorship requires flexibility and some planning and organisation. However, institutes can also benefit from the innovative aspects of job-sharing:

- A full-time professorship is filled by two individuals, which – in contrast to part-time professorships – guarantees a continuous presence, simplified deputy solutions and cost saving for absences.
- Two individuals with their respective experience bring in complementary professional and organisational competences as well as scientific networks.
- A higher output as well as better informed decisions can be further advantages.

Job-sharing in recruitment procedures

Structural phase and job advertisement

The possibility that the position can be taken up in job-sharing should be explicitly mentioned in the advertisement (with reference to the guidelines and the specific requirements for the joint application, in particular the concept on cooperation).

Selection procedure

- Applicants for a job-sharing employment submit a joint application and add a concept about their cooperation. An additional separate application is possible (conditions for the filling of a position are defined in the guidelines regarding job-sharing for professorships, Art. 3ff). The job-sharing application and the single application(s) will be treated as separate applications and evaluated individually.
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- Both candidates fulfil all the formal profile requirements of the open position. Individual research foci are possible (guidelines job-sharing Art. 3.2).
- A job-sharing position can be filled by a couple. This requires the consent of the faculty (cf. "Richtlinien über die Anstellung von Ehegatten und –gattinnen, Lebenspartner/-innen und Verwandten"; guidelines on the employment of spouses, civil partners and relatives).

Further information on the selection procedure can be found in the guide "Hiring process at the University of Bern with special consideration of equal opportunities".

Trial lecture and interviews

The job-sharing partners are examined individually for their scientific qualifications. This can be done in one joint or two individual trial lectures. Job-sharing partners should have the same conditions as individual candidates. In addition to individual interviews with the committee, a joint interview is also conducted with both candidates. In this interview, it is particularly important to discuss the special features of job-sharing:

- Allocation of the workload and information flow between the job-sharing partners (cf. guidelines job-sharing Art. 4)
- Work organisation and division of tasks in teaching, research, university self-management, employee leadership, substitution, attainability (cf. guidelines job-sharing Art. 5)
- Decision making process in case of disagreements and regulations in case of termination of the employment (cf. guidelines job-sharing Art. 7, 8 and 9)

Employment interviews and employment contract

The employment interviews with the rector are conducted together with both job-sharing partners. Questions on the individual contracts will be discussed separately with each candidate.

Separate, independent employment relationships are established with both partners and a supplementary agreement to the employment contract is drawn up. In terms of employment law, the employment contracts are equal to part-time employment relationships.